



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT RICHMOND
411 EAST FRANKLIN STREET
SUITE 101
RICHMOND, VA 23219-2243

NRDRICHINST 1500.1P

Code 10

23 Jul 10

NAVCUITDIST RICHMOND INSTRUCTION 1500.1P

Subj: INDOCTRINATION AND CHECK IN/CHECK OUT OF ASSIGNED PERSONNEL

Ref: (a) COMNAVCOMCRUITINST 1500.4N

Encl: (1) Sample NRD Richmond Check In/Check Out Sheet
(2) Sample CNRC Recruiting/Support Personnel Indoctrination
(3) Sample Recruiter Biography Sheet
(4) Sample Navy Recruiting Station Checklist
(5) Sample Indoctrination Completion Letter
(6) Indoctrination pg 13

1. Purpose. To establish indoctrination and check in/check out procedure per reference (a) for personnel reporting to or transferring from NRD Richmond.

2. Cancellation. NRDRICHINST 1500.10

3. Background. Completion of the Navy Recruiting Orientation course at NORU only provides general familiarization with recruiting duty. Additionally, many support personnel do not receive this orientation training; therefore, it is imperative that NRD Richmond establishes procedures to ensure all newly assigned personnel are aware of the challenges awaiting them and the resources available to them as they accomplish the command mission.

4. Action.

a. Commanding Officer. Whenever possible the Commanding Officer shall personally welcome all new personnel on the first day of reporting and will normally discuss the following topics:

- (1) Command Mission
- (2) NAVCRUITDIST team effort/ overview of district territory.
- (3) Welfare and Morale

- (4) Personal goals of reporting individual
- (5) Rewards/Awards available
- (6) Importance of the newly reporting individual's job

b. Executive Officer. The Executive Officer shall ensure that all personnel have been indoctrinated on the functions and responsibilities of all departments and that the individuals understand their position within the chain of command. At a minimum, the following areas shall be addressed:

- (1) Potential Problems (financial, domestic, alcohol abuse, drug abuse, etc.)
- (2) Safe Driving
- (3) Effectiveness of Sponsor assigned
- (4) Domicile-to-Duty policy
- (5) Fitness Reports/Evaluations
- (6) Standards of Conduct/Personal Appearance/
Fraternization
- (7) NAVCRUITDIST disciplinary standards
- (8) Request Mast procedures/Grievance Procedures
- (9) Open Door Policy

c. Command Master Chief. The Command Master Chief shall ensure that all NRD personnel are indoctrinated using enclosure (2).

d. Chief Administrator(CA). Coordinate the check-in and out process. All reporting and transferring personnel shall use enclosures (1) and (2) for check-in/out and complete the process within two working days.

(1) Ensure all line items in enclosures (1) and (2), and mandatory training are complete during Command Indoctrination along with ensuring that each new gain attends MEPS Indoctrination.

(2) The Indoctrination Completion Letter, enclosure (5), shall be forwarded to the Training Officer for approval, on completion of Command Indoctrination.

(3) The approved completion letter shall be filed in the Recruiter's Training Jacket.

(4) The Chief Administrator will sign the Indoctrination Completion.

(5) The CA will maintain a copy of the letter and return the original for inclusion in respective training record.

e. Administrative Department. The Chief Administrator shall ensure that all NRD personnel are indoctrinated using enclosure (2) and at a minimum the following subjects:

- (1) Clothing allowance database
- (2) Complete Travel Claim to forward to PSD Little Creek
- (3) Activate security clearance, if required
- (4) Command Social/Recall Roster
- (5) Special Request procedures
- (6) Navy Recruiting District Organization
- (7) Procedures for handling special problems, such as absentees, deserters, military on leave requiring assistance, etc.
- (8) Make copies of all necessary items from service Record
- (9) Add member to NCRC PSR system.
- (10) Add # of awards to awards database.

f. Logistics Support (Supply) Department. The Logistics Support Officer shall ensure that all NRD personnel are indoctrinated on the functions and responsibilities of the department. At a minimum, the following subjects shall be addressed:

(1) Defensive Driving (retain first endorsement to Commanding Office's letter concerning use of Government vehicles)

(2) DTS Travel Database update for all new gains.

g. Public Affairs Officer/Recruiting Aids Department. The Public Affairs/Recruiting Aids Officer shall ensure all NRD personnel are indoctrinated using at a minimum, the following subjects:

(1) Available support for local events, such as Blue Angels, Navy Balloon Team, Navy Band, etc. (recruiters)

(2) Take digital photograph of new personnel and submit to ADMIN for inclusion into command database.

(3) Ensure the member completes a Recruiter Biography sheet, enclosure (3).

h. Officer Programs Department. The Officer Programs Officer shall ensure all personnel are indoctrinated on the functions and responsibilities of the department and at a minimum, the following subjects:

(1) Referring prospects to Enlisted Programs personnel

(2) Importance of team effort by all NRD personnel to support attainment of officer goals

i. Enlisted Programs Department. The Enlisted Programs Officer shall ensure that all NRD personnel are indoctrinated using enclosure (2) and at a minimum, the following subjects:

(1) Overview of enlisted programs, goals and relation to NRD mission and objectives.

(2) RQS, RDB, Recruiter Qualifications

(3) Location of Navy recruiting stations/zones

(4) Quality of Life, Request chit procedures, Leave Chit procedures

(5) Importance of team effort by all NRD personnel to support attainment of enlisted goals

NRD

- (6) SEMINAR, RAP, HARP, BJHARP personnel assigned to
- (7) Issue Training Record
- (8) Review the CNRC QUARTER DECK

j. Chief Recruiter. The Chief Recruiter shall explain the function of the recruiting department using enclosure (2) and the assistance the recruiter can expect from the field. In addition, he/she shall familiarize the new recruiter with the following:

- (1) COMNAVCRUITCOMINST 1130.8 Series (CRUITMAN-ENL)
- (2) Uniform of the Day and the wearing of civilian Clothing
- (3) Maintenance of files at Recruiting Station
- (4) Recruiter memoranda
 - (a) Routing at recruiting station
 - (b) Filing of station copies
- (5) Recruiting manual
- (6) Command Trainer Brief

k. Zone Supervisors:

(1) Conduct, within 30 days, a separate formal indoctrination interview utilizing enclosure and document the interview using enclosure (4).

(2) Ensure newly reporting personnel turn in the completed Indoctrination Completion Letter, enclosure (5), to the Chief Administrator during Command Indoctrination.

l. Education Specialist. The Education Specialist shall familiarize new personnel on the various aspects of the education liaison program to include:

- (1) COMNAVCRUITCOM Education Specialist priorities:
 - (a) Armed Services Vocational Aptitude Battery (ASVAB) high school program, marketing the test, scheduling and post-test interpretation.

- (b) High School Directory Information release
- (c) School access for recruiters
- (d) Problem School reporting
- (2) Special Programs
 - (a) EOY program
 - (b) Educator Tours and Events
 - (c) Testing
 - {1} CBAT/ NROTC
 - {2} NAPT
 - (d) Center of Influence (COI) functions for educators
- (3) Marketing
 - (a) Education Specialist marketing requirements
 - (b) High School Strategy Plan
- (4) Special Education Specialist Projects
 - (a) Military Career Awareness Course for Educators (MILCACE)
 - (b) College Board Admissions Testing (CBAT) Program
 - (c) NROTC/BOOST Coordinator functions
- (5) Role as Command Educational Services Officer

m. 6YO/NF Coordinator. The 6YO/NF Coordinator shall ensure that the recruiter has a basic understanding of the Nuclear Field, Advanced Technical Field and Advanced Electronics Field programs. Additionally, he/she shall familiarize the new recruiter with the following:

- (1) Special eligibility requirements of the 6YO programs, particularly the NF program and NF Testing
- (2) Type of waivers associated with the NF program

- (3) Waiver process of the NF program
- (4) High School presentation

n. Leads Coordinator. The LEADS Coordinator shall familiarize incoming personnel with the NALTS and LEADS systems and its interface with advertising. LEADS brief shall include as a minimum:

- (1) Blind Advertising
- (2) OPO LEADS/Referrals
- (3) Pro-Navy Referrals
- (4) Direct Mail
- (5) LEADS tracking in general (reports, time frame, etc.)
- (6) Command relationship
- (7) LEADS Coordinator will log training and indoctrination in the training log of the new recruiter
- (8) Local advertising and distribution to local stations
- (9) National advertising and distribution to local stations.
- (10) Local Media available (recruiters)
- (11) Local Effective Accession Delivery System (LEADS)
- (12) Stress importance of working Local Leads

o. Health Care Advisor:

- (1) MEDICARE/CHAMPUS/Dental Care by Medical representative
- (2) Tricare procedures and issues

p. Physical Fitness Coordinator:

- (1) PRIMS Program brief
- (2) Bi-annual PRT requirements

(3) CPR requirements

(4) PRT zone coordinator introductions

g. Military Entrance Processing Station:

Indoc (1) NAVCRUITDIST personnel required to attend MEPS

(2) Observe applicant flow process through MEPS operations.

(a) Spend one day going through this process


WM. S. O'CONNOR

Distribution:

NRDRICHINST 5216.1H

List III

NAVY RECRUITING DISTRICT RICHMOND CHECK OUT SHEET

Name: _____ Rate: _____ Date Departed: _____

NRS Assigned: _____ Transferring To: _____

Check Out

Dept/POC	Initial	Date
1. Admin (PS3 Stroughn)		
2. EPO (LCDR Trank)		
a. Statistician (Ms. Griffith)		
b. Dep Coord (GM1 John)		
c. Gold Wreath DB (PS1 Scott)		
d. ISSO (Mr. Williams)		
3. District Trainer (NCC Flood)		
4. CR/ACR (NCCM Kempton/ NCCS Raczynski)		
5. LSO (LSC Anderson)		
a. DTS Coord (Mr. Lamberson)		
b. Cell Phone (MM2 Downing)		
c. Vehicle Coord (Ms. Baines)		
d. Government Travel Card (LSC Anderson)		
6. SYSAD (Mr. Simms/ Mr. Davis)		
7. CCC (OS1 Harper)		
8. PAO (MC1 Williams)		
9. CFS (ETC McFeaters) C:(202)510-6101		
10. PRT (NCC Riley) C:(301)536-5371		
11. LEADS/Urinalysis Coord (NCC Henry)		
12. Ed Spec (Ms. Baber)		
13. OPO (LT Rose) / OPO ACR (NCCM Bitz)		
14. CMC (CMDCM Cramer)		
15. XO (CDR Bergloff)		
16. CO (CDR O'Connor)		

Forwarding Address:

Indoctrination Checklist for Recruiting and Support Personnel

DEPARTMENT	CHECKLIST	INITIALS	DATE
ADMIN DEPARTMENT	<p>Chief Administrator</p> <ul style="list-style-type: none"> - Check-in Procedures <ul style="list-style-type: none"> o Verify Service Record with member using EDVR o Verify SGLI and NAVPERS 1070/602 o Start Gold Wreath tracking o Verify GCM eligibility o Update Recall Bill o Maintain copies of NAVPERS 1070/602 and 1070/604 and SGLI o Purge Service Record/return Excess Documents to Member o Assist with Travel Claim and TLA Preparation (Member/Family Member) o Provide Copies of NRD EEO and Fraternization Instructions o Provide Copies of Command Mission and Philosophy o Provide copy of Privacy Act 101,102(supervisors),103 and PPI Message R 301309Z MAR 07 - PSA/PSD Procedures - Educational Services Officer <ul style="list-style-type: none"> o Correspondence Courses o Advancement Examinations - SDA Pay & SRB - National Voter Registration Act (NVRA) - Health Benefits Advisor <ul style="list-style-type: none"> o Military/Civilian Medical & Dental Care o TRICARE/TRICARE Supplements - Exceptional Family Member Program - POW/POD Welcome Aboard Note - Sponsor Program Critique - SYSAD: ADP Procedures - Issue Training Jacket to support Personnel - Pre-Indoctrination Requirement for CANREC 		

Indoctrination Checklist for Recruiting and Support Personnel

DEPARTMENT	CHECKLIST	INITIALS	DATE
COMMAND CAREER COUNSELOR	<ul style="list-style-type: none"> - Role and Responsibility - Counseling Interview - Advancement Eligibility - Schedule Initial PDB (E1 to E9) 		
PUBLIC AFFAIRS	<ul style="list-style-type: none"> - RAP/HARP Utilization - Publicity/Media Relations - News Releases - Newsletters (DEP, COI, etc.) - Demonstration Teams/Cruises/NASCAR - Complete Hometown News Release 		
LEADS DEPARTMENT	<ul style="list-style-type: none"> - Local Advertising Budget, Purpose, NALTS II Utilization - CIRIMS Purpose/Use - National and Local Leads Generation - LPT Phone Center/Leads Screening Procedures - RTools/OTools Leads Delivery Process and Disposition - Use of Recruiter Leads Follow-up Scripts - Local Newspaper and Direct Mail Advertising Campaigns/Tracking, Who Accomplishes - Proper Use of RADS/Collaterals/Promotional Materials 		
EDUCATION SPECIALIST	<ul style="list-style-type: none"> - School Visits - Directory of Information/School Lists - ASVAB Testing - Tours/Events/EOVs 		

Indoctrination Checklist for Recruiting and Support Personnel

DEPARTMENT	CHECKLIST	INITIALS	DATE
OFFICER PROGRAMS DEPARTMENT	Officer Programs Officer (Enl Recruiters) <ul style="list-style-type: none"> - Role in Command Mission - Programs (Emphasis on Sophomore Programs and BOOST) - Enlisted/Officer Referral System - Campus Visits - Availability for Presentations - Blue and Gold Officer - Professors of Naval Science/NROTC Units 		
OFFICER PROGRAMS DEPARTMENT	Officer Programs Officer (Officer Recruiters Including NEC 9587) <ul style="list-style-type: none"> - Personnel Qualification Standards (PQS) Requirements - Recruiter Production Management and Reviews - Prospecting Report Utilization - Processing Report Utilization - Officer Production Report Utilization - Officer Leads Status Report Utilization - Planning Calendars Utilization - Marketing Operations Plan Familiarization - MEDVIP, PSLO, and Physician Speaker's Bureau - Goaling and the Goaling Letter - Diversity Recruiting Requirements - Seamless Recruiting Requirements - OTOOLS 		

Indoctrination Checklist for Recruiting and Support Personnel

DEPARTMENT	CHECKLIST	INITIALS	DATE
OFFICER PROGRAMS DEPARTMENT	<ul style="list-style-type: none"> - Out of Pocket Expenses (OPE) Utilization and Reporting - Officer Recruiting Incentive Awards Program - Training Schedule and Requirements - Privacy Act Compliance - National Voter Registration Act Compliance - The Role of the Support Staff <ul style="list-style-type: none"> o Travel Coordinator o Advertising Coordinator (AdCo) o Logistics Support Officer (LSO) o Educational Specialist (ESS) o Vehicle Coordinator o CMEO 		
OFFICER PROGRAMS DEPARTMENT	<ul style="list-style-type: none"> - Command Ombudsman - Health Benefits Advisor - Command Training Officer - Command District Trainer 		
COMMAND DAPA	DAPA Responsibility <ul style="list-style-type: none"> - Drug and Alcohol Abuse - Tobacco Prevention 		
COMMAND EQUAL OPPORTUNITY	EOPS Responsibility <ul style="list-style-type: none"> - Role in Command Mission - Sexual Harassment and Fraternization Policies - Equal Opportunity Program - Grievance Procedures 		

Indoctrination Checklist for Recruiting and Support Personnel

DEPARTMENT	CHECKLIST	INITIALS	DATE
COMMAND FITNESS LEADER	Command Fitness Leader Responsibility <ul style="list-style-type: none"> - Physical Fitness Program - Physical Readiness Training Cycle - Fitness Enhancement Program(FEP) - 		
ENLISTED PROGRAMS DEPARTMENT	Enlisted Programs Officer <ul style="list-style-type: none"> - Welcome Aboard - Role in Command Mission - Department Organization/Chain of Command - Personal Problems - PQS/Gold Wreath Awards - DEP Leadership/Attrition Procedures - NROTC 		
ENLISTED PROGRAMS DEPARTMENT	Chief Recruiter <ul style="list-style-type: none"> - Role in Command Mission - Expectations - CRF Program - Recruiter Evaluation Board Procedures - Ethics/Prohibited Practices 		
ENLISTED PROGRAMS DEPARTMENT	Assistant Chief Recruiter <ul style="list-style-type: none"> - Role in Command Mission - NRS Goaling/Teamwork - CNRC/NRD Competition and Award System - Production Evaluation Tracking - DEP Leadership - DEP Integrity 		
ENLISTED PROGRAMS DEPARTMENT	Senior District Trainer <ul style="list-style-type: none"> - Training Pipeline - PQS - District Training Roles and Responsibilities - Document completion of Privacy Act Training in Training Jacket 		

Indoctrination Checklist for Recruiting and Support Personnel

DEPARTMENT	CHECKLIST	INITIALS	DATE
ENLISTED PROGRAMS DEPARTMENT	NF/6YO Recruiter <ul style="list-style-type: none"> - Role in Command Mission - Program Qualifications - Waiver Procedures - Testing - Field Communications - School Presentations 		
ENLISTED PROGRAMS DEPARTMENT	NSW/NSO Coordinator <ul style="list-style-type: none"> - Program Qualifications - School Presentations - Waiver Procedures - Testing - Field Communications 		
ENLISTED PROGRAMS DEPARTMENT	Enlisted Processing Division Supervisor <ul style="list-style-type: none"> - Scheduling Procedures (MEPS/METS) - Processing Procedures (MEPS/METS) - Retest Procedures - Waiver Processing - Kit Quality Field Communications - MEPS Policies 		
ENLISTED PROGRAMS DEPARTMENT	Senior Classifier <ul style="list-style-type: none"> - Selling Navy - Interviews - PRIDE/CLASP - DEP Placement - Classifier/Recruiter Relationship 		
LOGISTICS SUPPORT OFFICER	Government Vehicles <ul style="list-style-type: none"> - Completion of AAA Driver's Course - Training and Written Exam Covering State Traffic Regulations - Complete Road Check with Vehicle Coordinator - Driver's License - Mishap Reporting 		

Indoctrination Checklist for Recruiting and Support Personnel

DEPARTMENT	CHECKLIST	INITIALS	DATE
LOGISTICS SUPPORT OFFICER	<ul style="list-style-type: none"> - Care/Maintenance and Repair - Purchasing Fuel - Vehicle Credit Card Utilization - Domicile to Duty - Vehicle Logs - Prohibited Practices <p>Government Lease Housing (GLH)</p> <ul style="list-style-type: none"> - File for each member in GLH with <ul style="list-style-type: none"> o Copy of application o Signed and witnessed SOU o Copy of Page 2 o Copy of lease o Copy of move-in/move out inspection sheet o Any written or electronic communication o Confirmation BAH has been stopped o Investigations for any damages of GLH in excess of \$1000 - Maintain files for one year after termination from GLH 		
LOGISTICS SUPPORT OFFICER	<p>Government Travel Credit Card</p> <ul style="list-style-type: none"> - Complete Online Training Course - Signed Statement of Understanding - Signed Page 13 on Proper Use of Card - Order New Card if Expired - Verify no Outstanding Debt on GTCC for Prior Travel 		
LOGISTICS SUPPORT OFFICER	<p>Government Cell Phones</p> <ul style="list-style-type: none"> - Staff/Recruiter Eligibility - Policy Regarding Use - Procedures for reporting Lost, Stolen or Inoperative Phones - Custody Card - Prohibited Practices 		

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Indoctrination Checklist for Recruiting and Support Personnel

DEPARTMENT	CHECKLIST	INITIALS	DATE
LOGISTICS SUPPORT OFFICER	OPE & Miscellaneous Items - Business Cards - DTS/PKI Certificate		
MEPS Liaison Petty Officer	MEPS Familiarization - DEP IN/DEP OUT Procedure - MEPS Tour		
SPOUSE OMBUDSMAN PRESENTATION	Spouse Meets with Command Ombudsman (If Command Ombudsman Cannot Meet Spouse in Person, Telephone Contact Should be Initiated)		
COMMAND MASTER CHIEF	- Role in Command Mission - Navy Core Values - Chain of Command - Expectations - Professional Growth - Professional Development Boards - Grievance Procedures - Request Mast Procedures - CANREC BUPERSINST 1001.40 - Personal Problems (if applicable)		
EXECUTIVE OFFICER	- Role in Command Mission - Enlisted Performance Evaluations - Command Training Program - Personal Appearance/Physical Fitness - Security - Welfare and Recreation Fund Activities - National Voter Registration Act (NVRA) - Command Newsletter - Command Goals		

Indoctrination Checklist for Recruiting and Support Personnel

DEPARTMENT	CHECKLIST	INITIALS	DATE
EXECUTIVE OFFICER	<ul style="list-style-type: none">- Operational Risk Management (ORM)- Tobacco Prevention- Accountability- Terrorist Briefing- SYSAD		
COMMANDING OFFICER	<ul style="list-style-type: none">- Role in Command Mission- Expectations- Fraternization- Recruiter Integrity- DEP Integrity- Ombudsman Program- Leave and Liberty/Working Hours- Morale and Welfare- History and Mission of Command		
ADMIN DEPARTMENT	<ul style="list-style-type: none">- NRD Check-in Complete- Field Personnel Detach to NRS or MEPS		

(Member's Signature)

(Command Rep Signature)



Recruiter Biography

Rate (including warfare designator): _____

Name (First Middle Last): _____

Marital Status: _____

Spouse's Name: _____

Children (Name/Age): _____

Last Command: _____

Date Reported to NRD: _____ PRD: _____

Assigned to NRS: _____

Hometown: _____

Indoctrination Checklist for Recruiting and Support Personnel

PERSON	CHECKLIST	INITIALS	DATE
RECRUITER- IN-CHARGE	<p>Describe the function of the Navy Recruiting Station</p> <ul style="list-style-type: none"> - Introduce to Other Recruiters - Other Service Station Briefing - Personal Appearance - Station Appearance - Station Files - Required Reports - Issuing and Accountability of Travel Requests - Station Security Requirements - Use and Regulations Concerning Government Vehicles - Government Credit Cards - Domicile to Duty - Safe Driving - Definition of Misuse - Use and Regulations Concerning Government Telephone Systems to Include Cellular Phones - Business Cards and Stamps - Delegate Collateral Duties in Writing - Update Letter to Police and Fire Department <p>Training Briefing</p> <ul style="list-style-type: none"> - Monthly Training Requirements - PQS Requirements - In-Rate Training Requirements - Recruiter Evaluation Board procedures - Individual Training Record Requirements - DEP Tool Kit Training - NERP Training <p>Production Briefing</p> <ul style="list-style-type: none"> - Recruiter Ethics and Prohibited Practices - Station/Recruiter Goaling - Market/Territory Analysis 		

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PERSON	CHECKLIST	INITIALS	DATE
	<ul style="list-style-type: none"> - Explain (ACP) to new Recruiter (The RinC is required to Accompany a new Recruiter on all Existing and New ACP's) - Local NRD Advertising Briefing - Explain Leads Disposition Process - DEP Assignment and Leadership Responsibilities - Explain DEP Tool-Kit - Prospect with New Recruiter (all methods) - Reinforce NERP Skills - Conduct a Sales Call (Interview with new Recruiter) - Introduction to Center of Influence (COI's) Current and Potential - School Canvassing Program - Accompany new Recruiter on Home Visit - Process an Applicant with New Recruiter - Conduct Daily Production Review (DRP) with new Recruiter Clearly Defining Daily Expectations and Preparation - Explain ERPMS/MAPS Responsibilities - Explain RTOOLS/CIRIMS Responsibilities <p>Recruiter in Charge Action Items</p> <ul style="list-style-type: none"> - Introduce to DEPPER(s) - Conduct Phone Appointment - Conduct PDC Appointment - Conduct LEADS Appointment - Conduct Referral Appointment - Accompany on School Visit - Accompany on Home Visit 		

PERSON	CHECKLIST	INITIALS	DATE
ZONE SUPERVISOR	Zone Policy/Expectations - Discuss Individual's Goals and Develop Plan - Discuss Zone Prospecting Activity Plan - Meet with Spouse and Family - Fraternization/Sexual Harassment policy - Ethics and Prohibited Practices - Complete Reinforcement Tools (PSS) Assessment (separate from EPO's Assessment)		
ZONE OMBUDSMAN	Introduction of Spouse and Recruiter to Ombudsman if the Zone has a Different Ombudsman than Head Ombudsman. (If this requirement cannot be conducted face-to-face then it should be conducted over the phone until such time they can meet in person.)		
RESERVE CENTER INDOC. See note	Visit Nearest Reserve Center During a Drill Weekend - Meet with RESPAY Petty Officer - Discuss Reserve Benefits - Obtain Annual Drill Schedule - Meet with Reserve Center Training Petty Officer		
MEPS INDOC.	Attend MEPS Indoctrination at Local MEPS		

Note: If the Recruiting Station is not within reasonable driving distance from a Reserve Center the Recruiter should conduct this requirement telephonically when possible.

(Member's Signature)

(Command Representative Signature)

Date: _____

From: Command Indoctrination Coordinator
To: Training Officer, Navy Recruiting District Richmond
Subj: COMPLETION OF INDOCTRINATION TRAINING

1. This notification is forwarded to inform you that
_____ completed indoctrination training on _____.

M. L. LIPSCOMB
YN1 (SW/AW), USN

Copy to:
Command Training Folder

Enclosure (5)

ADMINISTRATIVE REMARKS
NAVPERS 1070/613 (REV. 10-81)
S/N 0106-LF-010-6991

E-32

SHIP OR STATION
COMMANDING OFFICER NAVY RECRUITING DISTRICT, RICHMOND, VA UIC: 62431

_____: Member has completed Command Indoc.

M. L. LIPSCOMB
By direction

NAME (LAST, FIRST, MIDDLE)	SSN	BRANCH AND CLASS USN
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Enclosure (6)